



Water Regulations Approved Contractor Scheme
Application & Declaration Form

Parts A to E of the following application form should be fully completed by the business principal or a senior manager in order to join the APHC Water Regulations Approved Contractor Scheme and be listed on the WaterSafe website. For further information on making an application please read the attached requirements for recognition document.

Business Name: _____

APHC Membership Number: _____

Number of plumbing operatives employed by the business: _____

Part A – Proof of Operative Competence

1/ I have attached a copy of a full plumbing qualification certificate and a valid water regulations certificate for each plumbing operative listed below, or

I have previously provided these to APHC (for each operative listed) as part of an earlier APHC membership application.

2/ I have attached a passport style photograph to this form for each operative listed below, or

I have previously provided these to APHC (for each operative listed) as part of an earlier APHC membership application.

List of plumbing operatives to be registered under the scheme.

Name	Date Of Birth	National Insurance Number	Gender (M/F)

Part B – Details of Areas Covered

Please provide details of the postcode areas in which the business normally carries out work in order that contact details can be made available via telephone or website to potential customers.

ALL POSTCODE AREAS	<input type="checkbox"/>		
AL St. Albans	<input type="checkbox"/>	HD Huddersfield	<input type="checkbox"/>
B Birmingham	<input type="checkbox"/>	HG Harrogate	<input type="checkbox"/>
BA Bath	<input type="checkbox"/>	HP Hemel Hempstead	<input type="checkbox"/>
BB Blackburn	<input type="checkbox"/>	HR Hereford	<input type="checkbox"/>
BD Bradford	<input type="checkbox"/>	HU Hull	<input type="checkbox"/>
BH Bournemouth	<input type="checkbox"/>	HX Halifax	<input type="checkbox"/>
BL Bolton	<input type="checkbox"/>	IG Ilford	<input type="checkbox"/>
BN Brighton	<input type="checkbox"/>	IM Isle of Man	<input type="checkbox"/>
BR Bromley	<input type="checkbox"/>	IP Ipswich	<input type="checkbox"/>
BS Bristol	<input type="checkbox"/>	KT Kingston-upon-Thames	<input type="checkbox"/>
CA Carlisle	<input type="checkbox"/>	L Liverpool	<input type="checkbox"/>
CB Cambridge	<input type="checkbox"/>	LA Lancaster	<input type="checkbox"/>
CF Cardiff	<input type="checkbox"/>	LD Llandrindod	<input type="checkbox"/>
CH Chester	<input type="checkbox"/>	LE Leicester	<input type="checkbox"/>
CM Chelmsford	<input type="checkbox"/>	LL Llandudno	<input type="checkbox"/>
CO Colchester	<input type="checkbox"/>	LN Lincoln	<input type="checkbox"/>
CR Croydon	<input type="checkbox"/>	LS Leeds	<input type="checkbox"/>
CT Canterbury	<input type="checkbox"/>	LU Luton	<input type="checkbox"/>
CV Coventry	<input type="checkbox"/>	M Manchester	<input type="checkbox"/>
CW Crewe	<input type="checkbox"/>	ME Maidstone	<input type="checkbox"/>
DA Dartford	<input type="checkbox"/>	MK Milton Keynes	<input type="checkbox"/>
DE Derby	<input type="checkbox"/>	N North London	<input type="checkbox"/>
DH Durham	<input type="checkbox"/>	NE Newcastle upon Tyne	<input type="checkbox"/>
DL Darlington	<input type="checkbox"/>	NG Nottingham	<input type="checkbox"/>
DN Doncaster	<input type="checkbox"/>	NN Northampton	<input type="checkbox"/>
DT Dorchester	<input type="checkbox"/>	NP Newport	<input type="checkbox"/>
DY Dudley	<input type="checkbox"/>	NR Norwich	<input type="checkbox"/>
E East London	<input type="checkbox"/>	NW North West London	<input type="checkbox"/>
EC East Central London	<input type="checkbox"/>	OL Oldham	<input type="checkbox"/>
EN Enfield	<input type="checkbox"/>	OX Oxford	<input type="checkbox"/>
EX Exeter	<input type="checkbox"/>	PE Peterborough	<input type="checkbox"/>
FY Fylde Coast	<input type="checkbox"/>	PL Plymouth	<input type="checkbox"/>
GL Gloucester	<input type="checkbox"/>	PO Portsmouth	<input type="checkbox"/>
GU Guildford	<input type="checkbox"/>	PR Preston	<input type="checkbox"/>
HA Harrow	<input type="checkbox"/>	RG Reading	<input type="checkbox"/>
		RH Redhill	<input type="checkbox"/>
		RM Romford	<input type="checkbox"/>
		S Sheffield	<input type="checkbox"/>
		SA Swansea	<input type="checkbox"/>
		SE South East London	<input type="checkbox"/>
		SG Stevenage	<input type="checkbox"/>
		SK Stockport	<input type="checkbox"/>
		SL Slough	<input type="checkbox"/>
		SM Sutton	<input type="checkbox"/>
		SN Swindon	<input type="checkbox"/>
		SO Southampton	<input type="checkbox"/>
		SP Salisbury	<input type="checkbox"/>
		SR Sunderland	<input type="checkbox"/>
		SS Southend-on-Sea	<input type="checkbox"/>
		ST Stoke-on-Trent	<input type="checkbox"/>
		SW South West London	<input type="checkbox"/>
		SY Shrewsbury	<input type="checkbox"/>
		TA Taunton	<input type="checkbox"/>
		TF Telford	<input type="checkbox"/>
		TN Tonbridge	<input type="checkbox"/>
		TQ Torquay	<input type="checkbox"/>
		TR Truro	<input type="checkbox"/>
		TS Teeside	<input type="checkbox"/>
		TW Twickenham	<input type="checkbox"/>
		UB Uxbridge	<input type="checkbox"/>
		W West London	<input type="checkbox"/>
		WA Warrington	<input type="checkbox"/>
		WC West Central London	<input type="checkbox"/>
		WD Watford	<input type="checkbox"/>
		WF Wakefield	<input type="checkbox"/>
		WN Wigan	<input type="checkbox"/>
		WR Worcester	<input type="checkbox"/>
		WS Walsall	<input type="checkbox"/>
		WV Wolverhampton	<input type="checkbox"/>
		YO York	<input type="checkbox"/>

Part C – Type of Work Undertaken

- | | | | |
|----------------------------------|--------------------------|--|--------------------------|
| Emergency (out-of-hours): | <input type="checkbox"/> | Invisible (leak detection): | <input type="checkbox"/> |
| Household: | <input type="checkbox"/> | Moling: | <input type="checkbox"/> |
| Commercial/industrial: | <input type="checkbox"/> | Pipe freezing: | <input type="checkbox"/> |
| Underground pipework: | <input type="checkbox"/> | Sanitation and above ground drainage: | <input type="checkbox"/> |

Part C – Declaration & Business Details

- 1/ I have attached a current copy of confirmation of Public Liability insurance with a minimum cover held of £2 million, or
- I have previously provided this to APHC (within the last 12 month period)
- 2/ I have attached a current copy of confirmation of Employer’s Liability Insurance (where required), or
- I have previously provided this to APHC (within the last 12 month period)

Tick to confirm that the business will abide by each of the following which are mandatory requirements of the scheme

The business will maintain up to date membership of the relevant APHC Membership Scheme(s), so meeting the core requirements of the Membership Scheme(s) for business registration purposes (if membership of the APHC Scheme(s) lapses then membership of the Water Regulations Approved Contractor Scheme is deemed to have lapsed)	<input type="checkbox"/>
The business will continue to abide by the scheme rules of the APHC Membership Schemes(s) against which the business is currently approved	<input type="checkbox"/>
The business will only promote the APHC and WaterSafe brands in line with applicable brand guidelines and on termination of APHC membership comply with the requirements to remove both brands from vehicles, websites, items of stationery and all other forms of medium on which the business has promoted both brands	<input type="checkbox"/>
The business will continue to operate a customer complaints procedure in line with the requirements of the APHC Membership Scheme(s) rules and make customers aware of the in-company complaints system. In the case of unresolved customer complaints, refer the customer complainant to APHC for review under its independent complaints mechanism	<input type="checkbox"/>
The business will provide to APHC (on request) up to date copies of the business Public Liability and Employer Liability (where appropriate) insurances	<input type="checkbox"/>
The business will ensure that all work carried out by plumbing operatives is to the standards laid down in the Water Supply (Water Fittings) Regulations 1999	<input type="checkbox"/>
The business will ensure that at least 1 in 5 plumbing operatives employed by the business undertaking plumbing work are registered with APHC on the Water Regulations Approved Contractor Scheme and meet the minimum qualification requirements laid down for operatives	<input type="checkbox"/>
The business will notify work to the water company in line with the requirements of the Water Supply (Water Fittings) Regulations 1999	<input type="checkbox"/>
The business will brief plumbing operatives registered under the scheme on scheme requirements and ensure that they issue compliance certificates for plumbing work falling under scope of the requirements of the Water Supply (Water Fittings) Regulations 1999	<input type="checkbox"/>
The business will ensure that compliance certificates are only issued by operatives who hold current certification in the Water Supply (Water Fittings) Regulations 1999	<input type="checkbox"/>
The business will ensure that when a customer requests work through the WaterSafe website or through a water company recommendation and the work is in scope of the Water Regulations, then only operatives registered on the APHC Water Regulations Approved Contractor Scheme must attend to the work	<input type="checkbox"/>
The business will provide on request, access for APHC to check a random sample of Water Regulations related work carried out by the firm and check samples of compliance certificates issued	<input type="checkbox"/>

Part D – Permission to Use Your Information

For your data to be used on the APHC and WaterSafe website, we will allow members of the public to access selected contact information about your business and the names of individual approved employees as part of the search facility on the WaterSafe website. We will also pass selected data to WaterSafe for administration purposes only which will not be published. (Please tick the box to allow APHC and WaterSafe to list your business.

Data Protection

APHC is a controller under the Data Protection Act 1998. This statement confirms our commitment to protect your privacy, to process your personal information in a manner which meets our requirements of this legislation and to use your data only for the delivery of the APHC Membership Scheme(s) and WaterSafe Approved Installers' Scheme Ltd in the performance of our legal and regulatory responsibilities.

By completing and submitting this information you are confirming that the information you are supplying is correct to the best of your knowledge and you agree to selected contact data being used by APHC and WaterSafe.

Part E – Confirmation of Application

I declare that to the best of my knowledge all the information submitted is correct. I fully understand that the submission of any misleading information will jeopardise my membership. I confirm that all certificate copies provided are from the original and that copies of all supporting information ticked above are attached to this application. I agree to comply at all times with the APHC Membership Scheme(s) Rules and the specific additional rules of the APHC Water Regulations Approved Contractor Scheme which have been received, read and understood.

Signed _____

Position in business _____

Dated _____

NOTE: APHC reserves the right to take disciplinary action against member companies for breaches of the aforementioned requirements.